

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Employee Name	Dufauchard, Preston
Expense Dates	05/04/09-05/27/09
Total Expense Amount	712.60
Amount Due Employee	429.81
Form ID	TEA000465652

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	05/04	Railroad Fare	28.80	
2)	05/05	Railroad Fare	28.80	
3)	05/14	Railroad Fare	28.80	
4)	05/18	Railroad Fare	28.80	
5)	05/21	Parking, Auto	11.01	



JUN 22 2009

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	
2)	ER Department Policy #4	Rental car receipt is required for this expense item.	

I have reviewed the following documents.

Approved
by:



Michele Bond

Travel & Expense Account Summary

Employee Name Preston Dufauchard
Expense Dates 05/04/09-05/27/09
Report Name May 2009

Request Total \$ 712.60
Direct Charge Total - 282.79
Travel Advances - 0.00
Net Due Employee = **429.81**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Sac Meetings	101.20
Regular Travel	LA FSD Mtg	293.80
Non-Travel Expenses	Sac. Meetings	317.60

NOTE: (d)=Direct Charge

DATE	Mon May 4	Tue May 5	Wed May 13	Wed May 13	Thu May 14	Mon May 18	Wed May 20	Wed May 20		TOTAL
Railroad Fare	28.80	28.80			28.80	28.80				115.20
Mileage, Personal Auto			50.60	50.60			50.60	50.60		202.40
TOTALS \$	28.80	28.80	50.60	50.60	28.80	28.80	50.60	50.60		317.60

DATE	Thu May 21									TOTAL
Commercial Air Fare (d)	229.20									229.20
Auto Rental (d)	53.59									53.59
Parking, Auto	11.01									11.01
TOTALS \$	293.80									293.80

DATE	Wed May 27	Wed May 27								TOTAL
Mileage, Personal Auto	50.60	50.60								101.20
TOTALS \$	50.60	50.60								101.20

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Sac. Meetings	05/04/09	Railroad Fare	28.80	Cash
Non-Travel Expenses	Sac. Meetings	05/05/09	Railroad Fare	28.80	Cash
Non-Travel Expenses	Sac. Meetings	05/13/09	Mileage, Personal Auto	50.60	Cash
Non-Travel Expenses	Sac. Meetings	05/13/09	Mileage, Personal Auto	50.60	Cash
Non-Travel Expenses	Sac. Meetings	05/14/09	Railroad Fare	28.80	Cash
Non-Travel Expenses	Sac. Meetings	05/18/09	Railroad Fare	28.80	Cash
Non-Travel Expenses	Sac. Meetings	05/20/09	Mileage, Personal Auto	50.60	Cash
Non-Travel Expenses	Sac. Meetings	05/20/09	Mileage, Personal Auto	50.60	Cash
Regular Travel	LA FSD Mtg	05/21/09	Commercial Air Fare	229.20	Direct Charge
Regular Travel	LA FSD Mtg	05/21/09	Auto Rental	53.59	Direct Charge
Regular Travel	LA FSD Mtg	05/21/09	Parking, Auto	11.01	Cash
Non-Travel Expenses	Sac Meetings	05/27/09	Mileage, Personal Auto	50.60	Cash
Non-Travel Expenses	Sac Meetings	05/27/09	Mileage, Personal Auto	50.60	Cash